

How to add headings

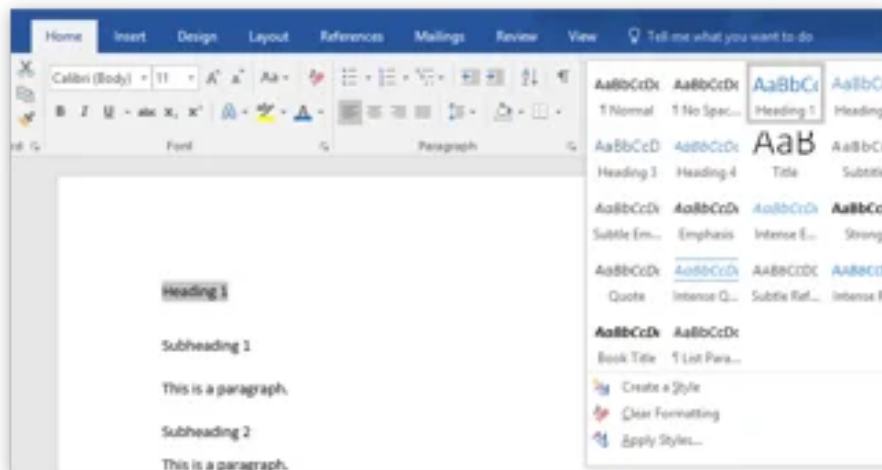
Step 2: Add headings in Microsoft Word 2016

Mark as heading

1. Open the original in Microsoft Word 2016.
2. Select the text that should become a heading.
3. Select the **Home** tab. In the **Styles** group, click the appropriate heading level. If you don't see the heading level you are looking for, click the arrows to browse the full list of preset styles.



Always choose "Heading 1" for level 1 headings, "Heading 2" for section headings, "Heading 3" for subsection headings, etc. "Normal" is used for paragraphs.



4. Repeat these steps for all the text that should become headings.